6.   Using the Adobe Acrobat Reader

This chapter provides instructions on displaying Portable Document Format (PDF) comments using the Adobe Acrobat Reader.
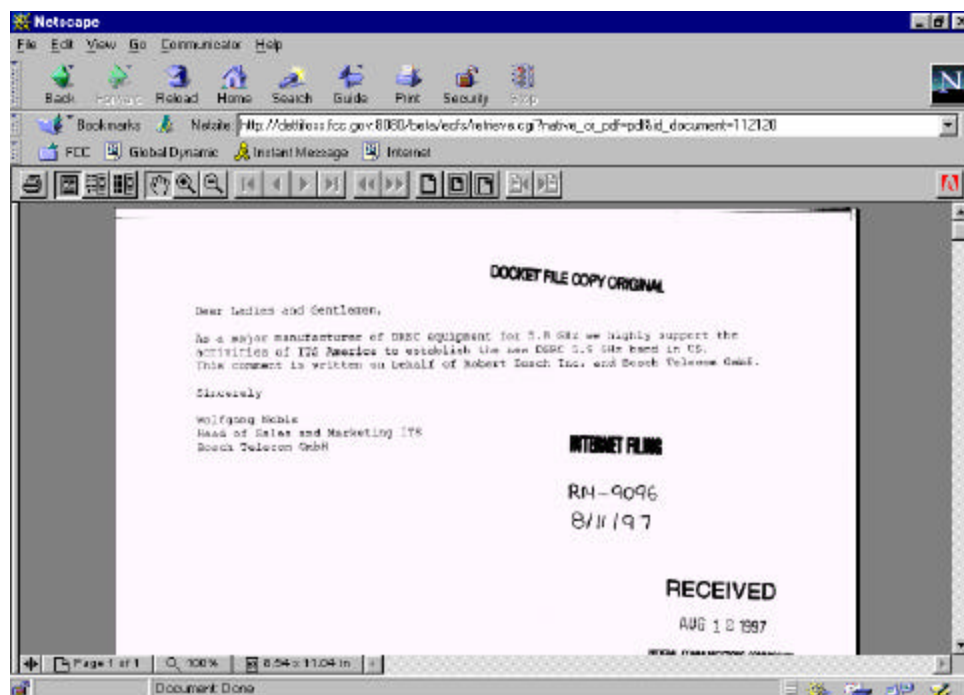
6.1.   Displaying Comments

The Adobe Acrobat Reader (AAR) is required to display comments that are stored as PDF files. The AAR and installation instructions are available free of charge at the Adobe site (http://www.adobe.com). Please refer to your web browser for instructions to configure a "helper" or plug-in application, if the "Unknown File Type" message is displayed when you attempt to view a PDF file.

ECFS Documents are available in two versions, scanned or editable electronic format. Users have the ability to search for words or phrases in the editable version, whereas the scanned version is not available for word/phrase searches. To learn more about finding words or phrases in documents, refer to Section 6.2.

After you have configured the browser to work with PDF files, you will have several options to view the pages of the document: click on any of the page # buttons on the search screen, click on the scroll bar on the right of the screen, or click on the <**PREVIOUS** or **NEXT>** buttons at the top of the screen.

Tip: After you have finished reading the correct document, minimize the AAR instead of closing it, to ensure that it will already be open if you need to view other documents later.

Exhibit 6-1 Document as Seen in the Adobe Reader Plug-in

For the Netscape Browser

Adobe Acrobat Reader has a toolbar, as displayed below, to help you in viewing comment documents. The contents of the toolbar may vary with different versions of Adobe Acrobat Reader.
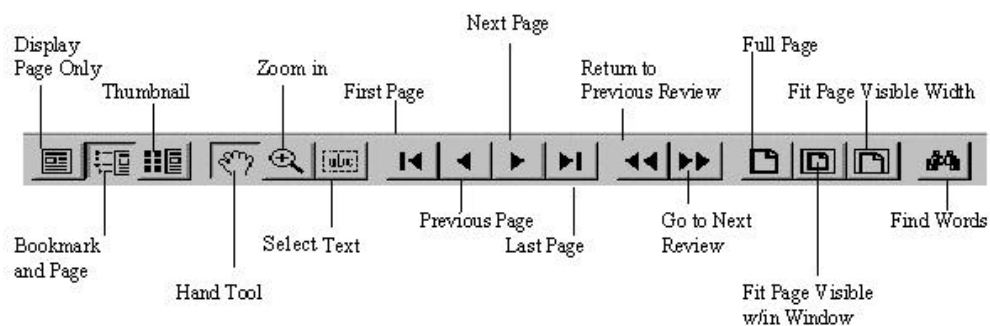

Exhibit 6-2 AAR Toolbar

6.2.   Finding Words Within Comments

Comments to the Commission may be submitted electronically or via paper. Documents which are received electronically are automatically added to the database and provide many additional benefits for research. Electronic documents support word search, cut and paste, and other functions. Paper filings are scanned into the ECFS system. Scanned documents are only pictures of the pages and have the ability to be reviewed but not manipulated. Like photocopies, the text cannot be modified or searched. The file size of the scanned documents are one - and - one half times the file size of the electronic documents, so they will download slower than an electronic document. The scanned documents may be located using the search techniques described in Section 5-1. The advanced searching described in the rest of this chapter, however, cannot be applied to scanned documents.

If a document was submitted electronically, you can use the "Find Word" option to find words or a phrase within a comment. However, if a document was submitted via paper, the "Find Word" option will not work. To search for words within the comment, select the binocular icon (Find Word). You can use any or all three options. The "Match Whole Word" option searches for the word that is identical to the word that you entered. For example, if you enter the word "support", it will not locate the word "supporting." "Match Case" is case sensitive; therefore, it will only locate words that are exactly the same in terms of lower or upper case as you have entered (For example, if you enter the word "REPLY" it would not locate words such as "Reply" or "reply."). The last option is "Find Backwards," which allows you to search from the current page backward.
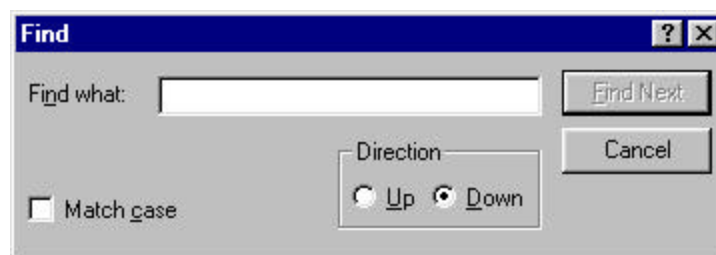
Exhibit 6-3 Word Search Box

6.3.   Copying and Pasting Comments

You may copy and paste comments into the windows Clipboard, or word processors by performing the following steps:

1. **Select ABC** tool /**Select Text** (Ctrl+Shift+4), or **Select Graphic** (Ctrl+Shift+5) in the Tools menu. Click and drag the mouse to highlight the text/graphic that you want to copy.

> **Note: for scanned documents you must use the Select Graphic option since the pages are images not text. You also may want to adjust the size before copying because you will not be able to enlarge the font size after you have pasted the image of the text.**

2. Select **Copy** in the Edit menu or the Copy icon on the toolbar of the Acrobat browser plug-in to copy the selected text/graphic.
3. Select **Show Clipboard** in the Window menu to view your selected text/graphic. You may save your selected text/graphic using the **Save As** option in the File Menu, or paste into any word processor.

Note: Clipboard viewer is not installed by default in Windows 95. Go to Add/Remove Programs in the Control Panel to install the Clipboard viewer. Select Windows Setup, double click on Accessories, select the Clipboard viewer option, and click OK.

6.4.   Saving Comments

You may save the entire document or part of the document to your hard disk by doing the following:

> **Step 1**   Choose **Save As** under the File menu to save the entire document. For partial documents, choose **Select Text/Graphic** under the Tool menu, and highlight the text or graphic.
> **Step 2**   Go to Edit and select **Copy**. Paste your selection into your processor (i.e. MS Word, WP etc.) by choosing **Paste** under the Exit menu.
> **Step 3**   To save, choose **Save As** in the File menu.

  Alternately, you could break up the PDF document into smaller PDF documents and mix and match the pages with other PDF documents. See the Acrobat help files for instructions on the page handling capabilities of the Acrobat product that you are using.

6.5.   Printing Comments

Click on File and choose the Print option. You may print an entire comment document by choosing **All** Pages or any part of the comment by choosing the **Current Page(s)**. Once you have made your selection, click **OK** to print.